

1711 - PERSONNEL SPECIALIST

NATURE OF WORK

Highly responsible, supervisory, personnel administration work in the Records Section of the City's Human Resources Department which involves complex work methods and techniques. An employee in this position is responsible for maintaining the City's mainframe employee data base and tables containing personnel information, salaries, occupations, leave balances and leave histories.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Researches, analyzes and responds to inquiries and complaints regarding salaries, leave activities and balances, rules, policies, union contracts and content of employees' files.

Explains the benefits of the City's pension plan and retirement plan to new employees and process their selections.

Verifies employment verbally.

Conducts exit interviews with all employees who resign, retire, or are terminated; produces certificates of appreciation for retirees.

Researches and inputs all leave adjustments submitted by City departments.

Responds to verbal and written salary and benefit surveys.

Prepares completion of probationary appointment and performance evaluation forms for all probationary employees; logs in all employee performance evaluations.

Verifies all personnel action forms (with the exception of new employees and terminations) and leave settlement calculation.

Researches, analyzes and discuss mainframe computer problems with Management Information Services employees.

Performs special projects often related to preparing reports involving calculating and listing of employees falling within certain categories of salary, occupation or years of service.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, methods, and techniques of several personnel functions, including recruitment, testing, fringe benefits, payroll, or other related areas.

Knowledge of statistical methods, wage surveys, job classification, and other research methods and procedures.

Considerable knowledge of City organization, ordinances, laws, rules and regulations, including Personnel Rules, Civil Service Act, Performance Evaluation, Work Rules, etc.

Considerable knowledge of Affirmative Action and EEOC rules and regulations.

Ability to effectively supervise other employees.

Ability to carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

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MINIMUM REQUIREMENTS

Graduation with an Associate degree or equivalent in college credits with major course work in Personnel or Public Administration, and extensive experience in a variety of responsible administrative assignments relative to personnel administration in a computer based environment. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and are usually performed under little direct supervision allowing latitude for use of independent judgment. Work is reviewed for conformance to prescribed departmental policies and procedures.

SUPERVISION EXERCISED

Supervises technical and clerical assistants.

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